Manual: Project Cost

Reporting with EU-fin

Index Manual Project Cost reporting

Index Manual Project Cost reporting 2

Chapter 1 Login 3
1.1 Log-in 3
1.2 Change password 4
1.3 Recover your password 4

Chapter 2 The EU-fin beneficiary menu. 5
2.1 Navigation 5
2.2 Session time 5
2.3 Back-up's 5

Chapter 3: Project cost reporting 6
3.1 The procedure for the project cost reporting (per work package): 6
3.2 Other options 7

Chapter 4: Explanation of major cost items and resources 8
4.1 Procedure for entering explanation: 8

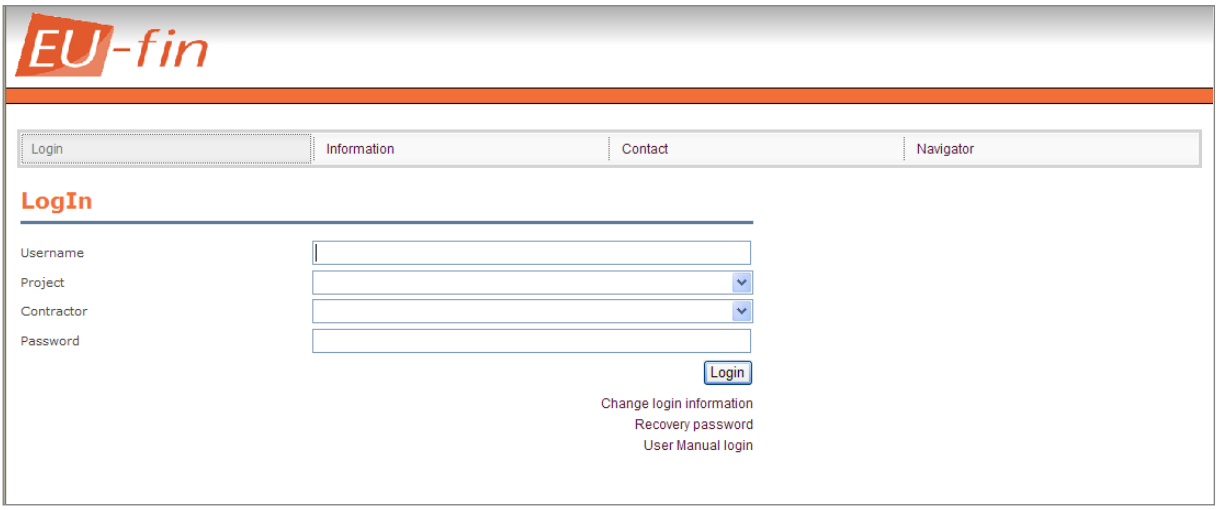
Chapter 5: Form C and other reports 9
5.1 Form C 9

Chapter 6: Update payment info beneficiary 12

Chapter 1 Login

1.1 Log-in

You have received your login information (username and password) and the link to EU-fin by email. Use the link in this e-mail or go to the EU-fin website by using the link: http://www.eufin-fp7.com. Click on <beneficiary menu>, a pop up screen will appear:



The log in procedure:

To log in you have to fill in and/or choose from the drop down menu:

- **User name or email adress:**
  Your user name is sent to you by e-mail by your coordinator. Enter or copy and paste your user name. Then press <enter>.

The project(s) and beneficiary(/ies) to which you are linked will appear automatically. If you have lost your e-mail about your user name, please ask you coordinator for a new e-mail.

- **Project:**
  If you work for more than one project, select the right project from the drop down menu.

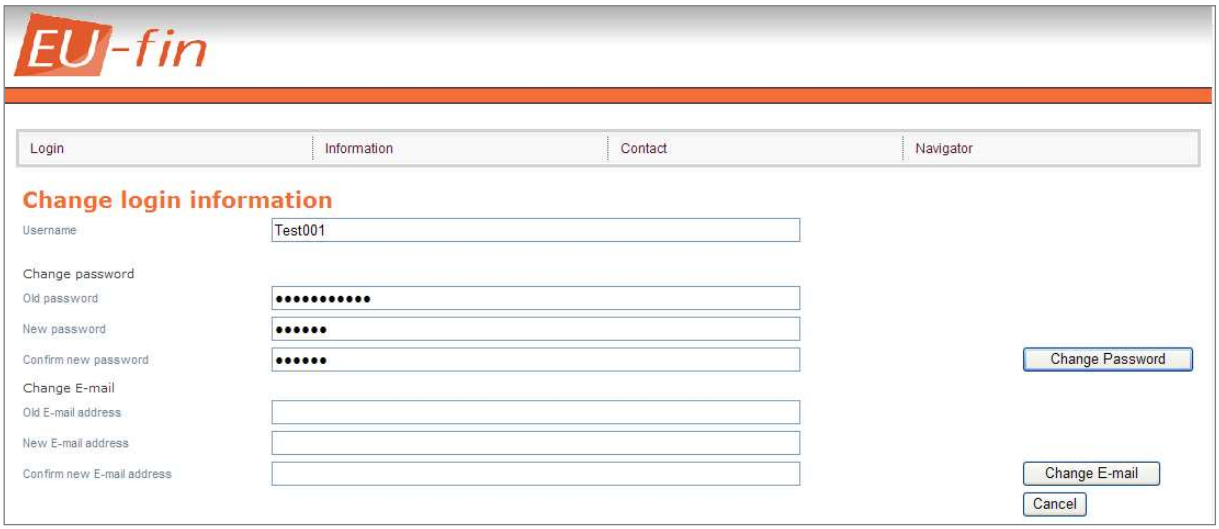
- **Beneficiary:**
  If you work for more than one beneficiary, select the right beneficiary from the drop down menu.

- **Password:**
  You have received your password by e-mail from your coordinator. Enter or copy and paste your password.

Press <enter> or click on the button <Login>. You will enter the beneficiary menu at the financial planning page.

1.2 Change password

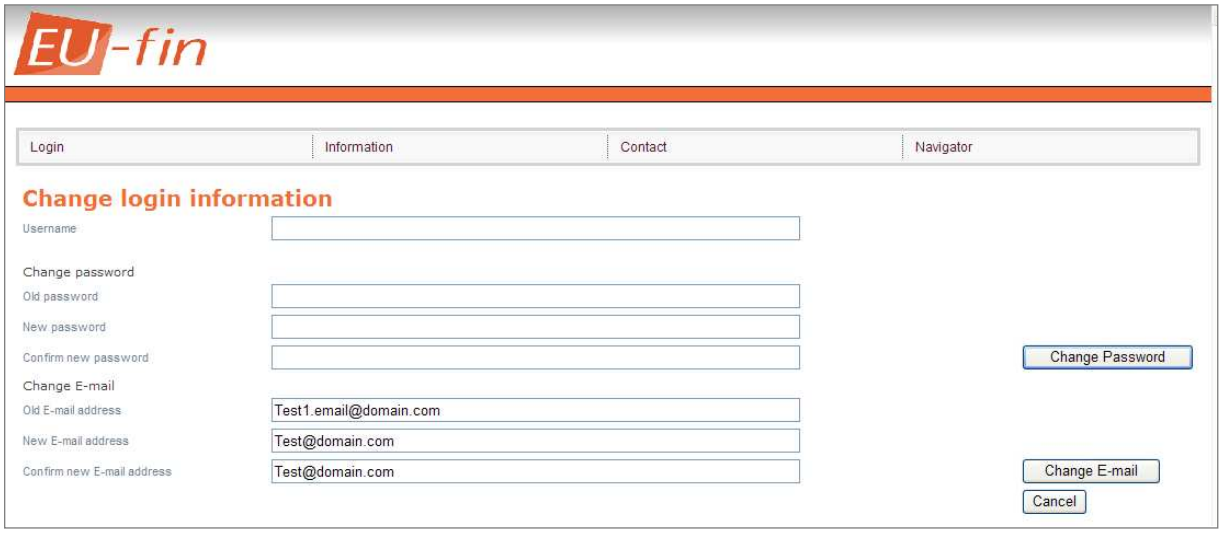
You can change your password by clicking on the button <Change login information> (on the log-in page):



Enter your user name, old password and then your new password and confirmation of your new password. Click on <Change Password> to save your entry.

1.3 Recover your password

You can recover your password by clicking on the button <Recovery password>:



Enter your old e-mail address, new e-mail address and confirmation of your new e-mail address. Click on <Change E-mail> to save the entered information.

Chapter 2: The EU-fin beneficiary menu.

2.1 Navigation

You will enter the beneficiary menu on the financial planning page of the beneficiary menu. On top of each page you can find the navigation panel.

Click on the titles to navigate through the beneficiary menu. You can access the user manual from every page in the beneficiary menu.

2.2 Session time

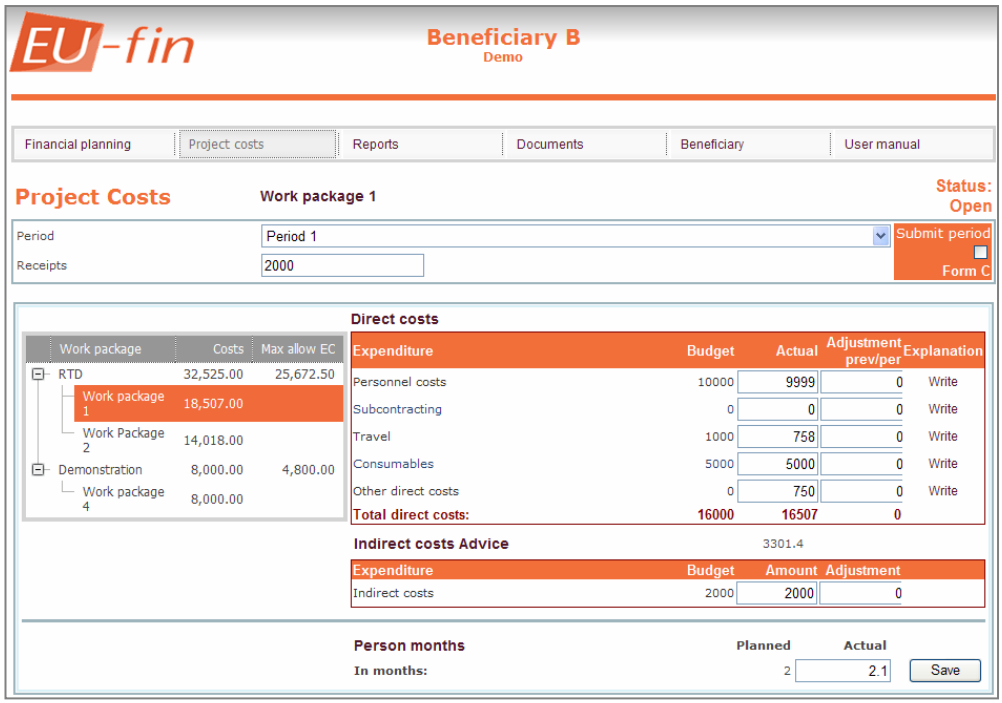
EU-fin will automatically close after 1 hour of inactivity, all non-saved data will then be lost. Therefore it is important to save the information you updated regularly.

2.3 Back-up's

After clicking the <save> button, the overwritten data cannot be restored. Back ups can be made if desired, by making a query of the entered data. Making reports and queries is explained in chapter 5 (Queries and Reports).

Chapter 3: Project cost reporting

To start the project cost reporting, click on <Project costs> in the navigation panel. The following page will appear:



The planning of the budgets per work package has been entered in EU-fin by your coordinator. These budgets and the planning of the person months per work package is shown in the 'budget' column.

3.1 The procedure for the project cost reporting (per work package):

- **Select a period:**
  You can select the right period from the drop down menu. After choosing the period the project costs for this work package and period are shown.
  → Enter the receipts for this period

- **Select a work package:**
  Select a work package by clicking on this name in the navigation panel on the left. You can only select the work package(s) which you have been assigned to by the coordinator. You can select and update only one work package at a time.

- **Update actual costs and person months:**
  The actual costs and person months can be updated by selecting the figure that needs to be changed, enter the new amount and press <enter> or click on <save>.

- **Enter explanation:**
  The explanation of the use of resources is part of the periodic report. Write a short explanation for each type of expenditure. Click on 'Write' to write a short explanation, click <Save> to save the text.

- **Submit data:**
  When you are sure your data are correct and final, you can tick “Submit period”. This way the coordinator can see your data is final.

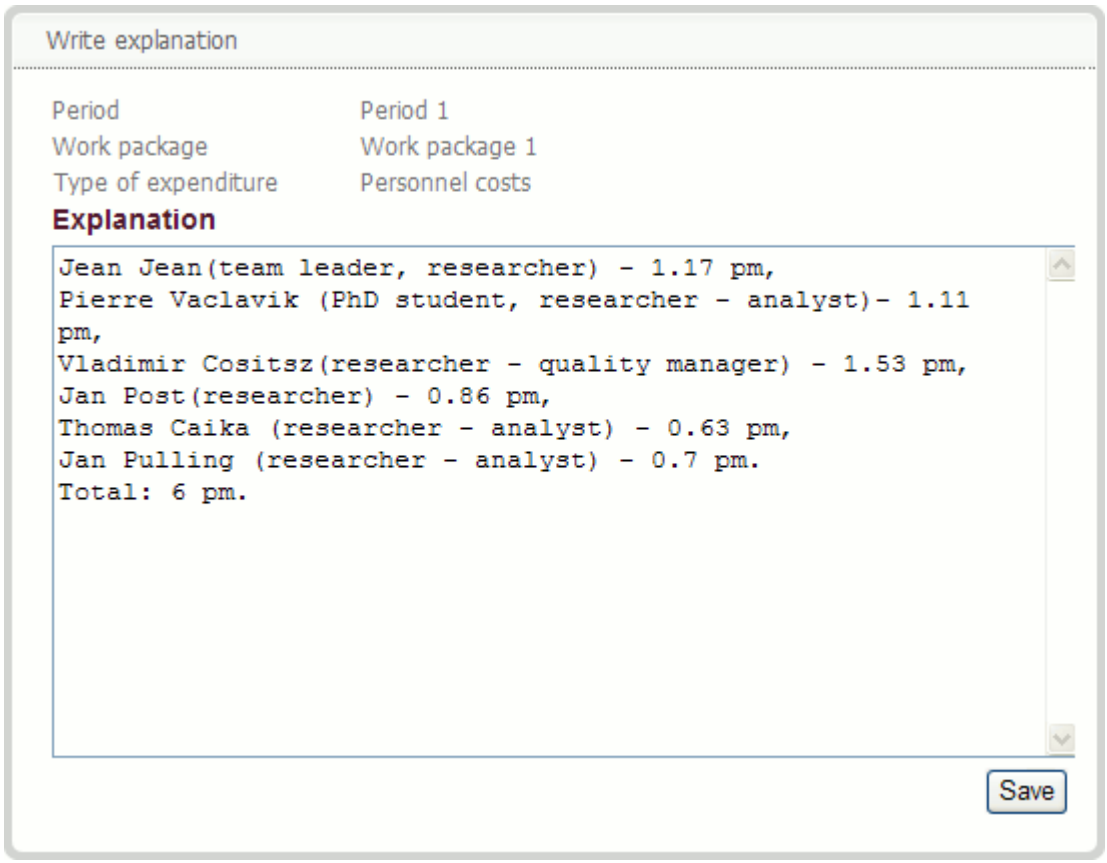
Please save your input frequently! After saving, all totals in the actual column will be automatically updated.

3.2 Other options

- **Adjustments to previous periods (only relevant from period 2 onwards):**
  After a period has been closed by your coordinator, you can still correct the budget of the previous period(s). Enter the correction (+/-) and press <enter> or click on <save>.

Chapter 4: Explanation of major cost items and resources

To start the explanation, click on <Write> behind the right type of expenditure, the following page will appear:


Write explanation
Period
Period 1
Work package
Work package 1
Type of expenditure
Personnel costs
Explanation
Jean Jean(team leader, researcher) - 1.17 pm,
Pierre Vaclavik (PhD student, researcher - analyst)- 1.11 pm,
Vladimir Cositsz(researcher - quality manager) - 1.53 pm,
Jan Post(researcher) - 0.86 pm,
Thomas Caika (researcher - analyst) - 0.63 pm,
Jan Pulling (researcher - analyst) - 0.7 pm.
Total: 6 pm.
Save

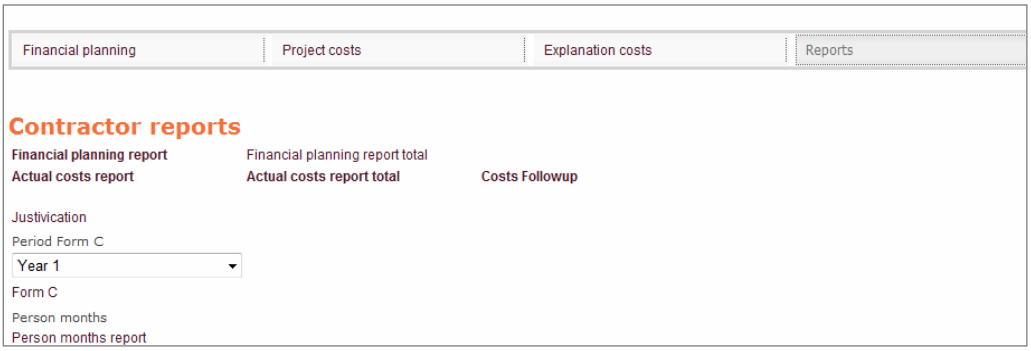
The procedure for entering explanation:

- **Select a period:**
  You can select the right period from the drop down menu. After choosing the period the project costs for this work package and period are shown.
- **Select a work package:**
  Select the work package in the navigation panel on the left. You can only select the work package(s) which you have been assigned to by the coordinator.
- **Select a type of expenditure:**
  A brief description of the work performed by your organisation in the reporting period can be entered per type of expenditure. Click 'Write' to open the explanation field for this type of expenditure. After typing the explanation click on <Save>.

Please save your input frequently!

Chapter 5: Form C and other reports

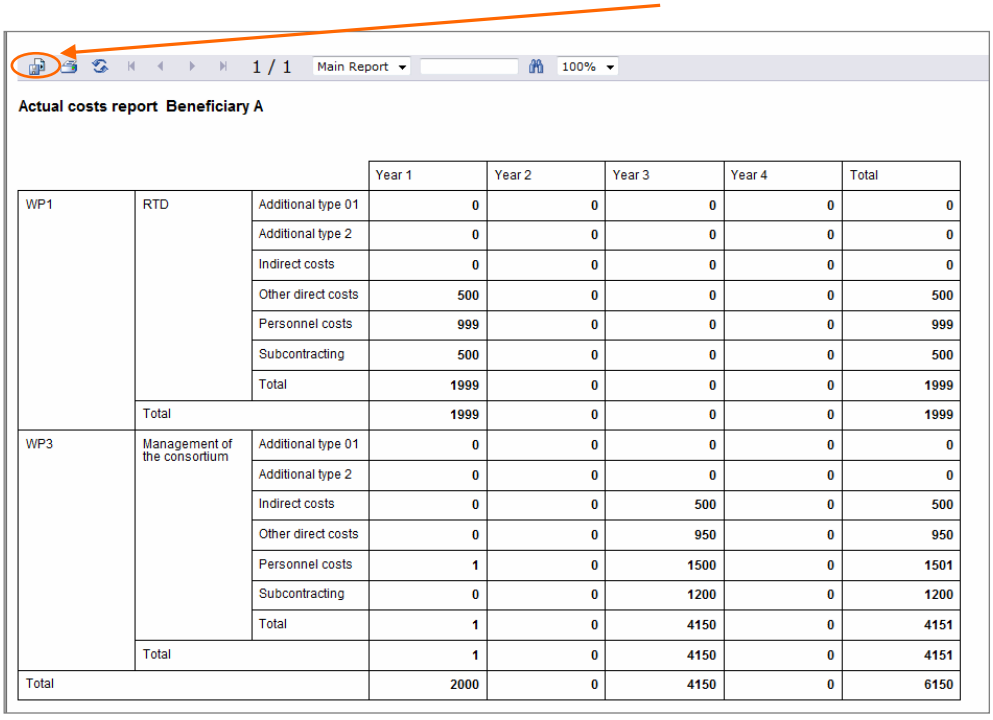
In EU-fin you can find a number of programmed reports that are automatically generated. Click on <Reports> in the navigation panel, the following page will appear:



5.1 Form C

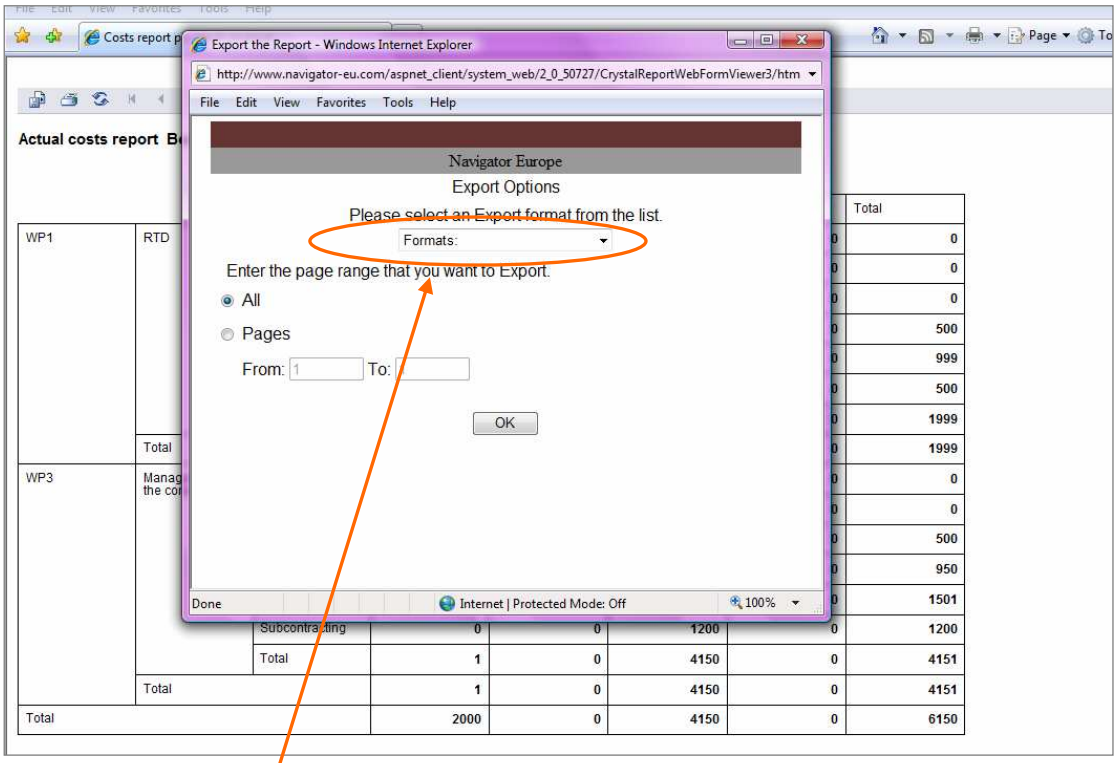
This report can be used to fill the Form C table 'Declaration of eligible costs / lump sum / flat-rate / scale of unit'. Select the right period from the drop down menu and click on <Form C>. The report will open in a new screen.

The report can be exported to Word or Excel, click on the icon in the upper left corner.



			Year 1	Year 2	Year 3	Year 4	Total
WP1	RTD	Additional type 01	0	0	0	0	0
		Additional type 2	0	0	0	0	0
		Indirect costs	0	0	0	0	0
		Other direct costs	500	0	0	0	500
		Personnel costs	999	0	0	0	999
		Subcontracting	500	0	0	0	500
		Total	1999	0	0	0	1999
	Total		1999	0	0	0	1999
WP3	Management of the consortium	Additional type 01	0	0	0	0	0
		Additional type 2	0	0	0	0	0
		Indirect costs	0	0	500	0	500
		Other direct costs	0	0	950	0	950
		Personnel costs	1	0	1500	0	1501
		Subcontracting	0	0	1200	0	1200
		Total	1	0	4150	0	4151
	Total		1	0	4150	0	4151
Total			2000	0	4150	0	6150

The following pop-up will appear (Check the settings of your browser if the pop-up does not appear):



Select the required format from the list of possible formats, for example 'MS Word', 'MS Excel 97-2000' for a table in excel with lay-out or 'MS Excel 97-2000 data only' without the EU-fin lay-out. Click on <ok> to export to the chosen format.

5.2 Other reports

Click on the name of the report you want to make and the report will pop-up in a new screen. These reports also can be exported to word or excel in the way described above.

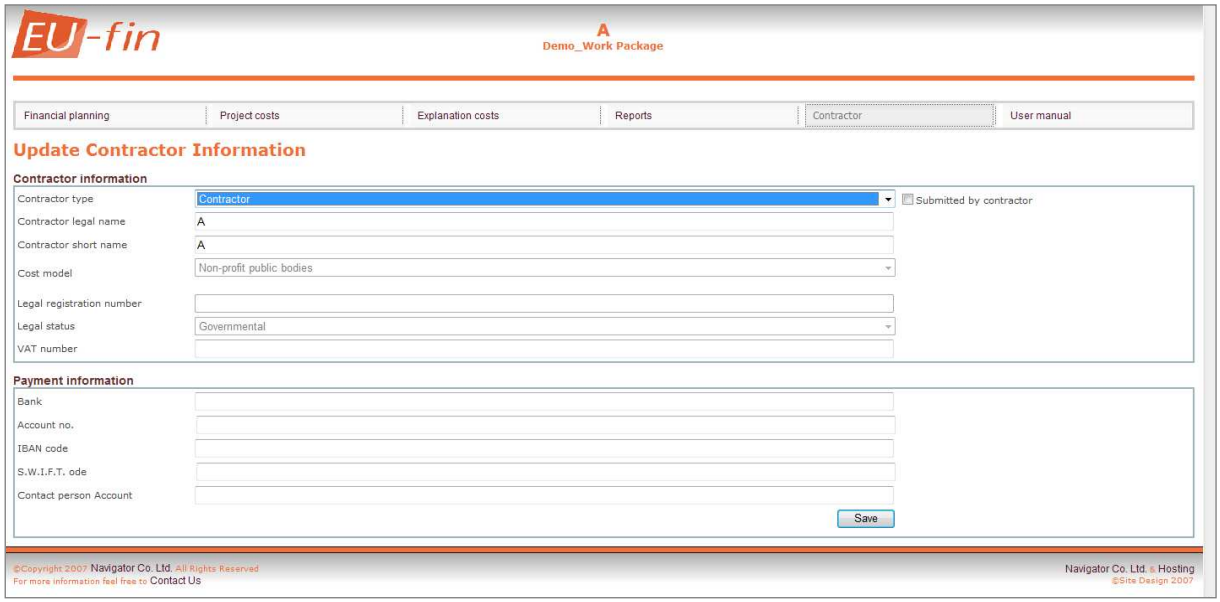
The following reports are available:

- **Financial planning report:**
  This report shows the financial planning of budgets per work package. The information is shown per type of expenditure per period. Use this report if you want to make a back up of all the information entered on the financial planning page.
- **Financial planning report total:**
  This report shows the financial planning of budgets aggregated for all work packages.
- **Actual costs report:**
  This report shows the actual costs per work package. The information is shown per type of expenditure per period. Use this report if you want to make a back up of all the information entered on the project cost page.

- **Actual costs total:**
  This report shows the actual cost aggregated for all work packages.
- **Cost Follow up:**
  This report shows the budgets assigned to you by your coordinator, versus the actual costs reported on the project cost page. In the 'remaining budget' column the difference between these two is shown.

Chapter 6: Update payment info beneficiary

In the beneficiary menu you can update the payment information of your organisation, click on 'contractor' in the navigation panel. The following page will appear:



On this page you can update or insert the necessary payment information. After entering the information, tick the box ‘submitted by beneficiary’. This way the coordinator will know the information is submitted by you. Click on <save> to save the entered information.